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STANDARD FORM NO. 64

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 4 February 1960

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #5

[redacted] 25X1

2. New DD/P Training Requirements

Meeting with [redacted] PP/PMD, and [redacted] 25X1
[redacted], on 3 February, each produced new DD/P 25X1
training requirements. These have been reported in detail in separate 25X1
memoranda. In summary, these amount to:

a. Tentative plans for briefings for OTR and for the area divisions on joint OTR-PP/PMD proposals for a 15-day or three-week training course for 25 members of the CIA Contingency Force. This course will call for a three-day seminar in the Headquarters training area, nine days of refresher training - mostly in PM subjects - and a three-day CPX [redacted] 25X1 in Contingency Force planning and operations. If approved, this course may be held in May, 1960.

[redacted] 25X1

[redacted] 25X1

c. [redacted] will confirm in writing an oral request 25X1
for A&E field support [redacted] Initially, AES

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will support [redacted] eventually, AES would be the primary psychological support element, with [redacted] assisting. 25X1 25X1

3. DD/P Training Officers Meeting

At the invitation of [redacted] attended the DD/P training officers' meeting on 3 February. [redacted] presided. [redacted] COMMO training branch chief, was also present. The training officers appeared to range from GS-14's and 15's to GS-7 administrative assistants or junior personnel officers. Only [redacted] PP training officer, and [redacted], CI, had much to say from the floor. DDTR has suggested that this meeting be reported in detail. 25X1 25X1 25X1 25X1

[redacted] 25X1

b. S&T, [redacted] called attention to the next S&T course and stated that [redacted] would be contacting the area divisions concerning students for this course. 25X1 25X1

c. Dependents Briefings. After appropriate introductory and background remarks by [redacted], Paul Chretien described very concisely his several briefing functions, including 25X1

(1) the EOD briefing for new employees, its relationship to clerical indoctrination and the Intelligence Orientation;

(2) the CIA Review, primarily for returnees from overseas, its relationship to the Clandestine Services Review;

(3) the CIA Refresher, available on demand, primarily for Headquarters personnel;

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(4) briefings for members of the U. S. intelligence community (State, Armed Services, the SIS, etc.);

(5) briefings for foreign intelligence and security officials;

(6) arrangement, coordination, and sometimes active participation in briefings for senior U. S. officials; relationship between these briefings and the responsibilities of OCR;

(7) the Dependents' Briefing, its content and purpose, relationship to the Americans Abroad Orientation (AAO) series of country and regional briefings by the Language and Area School (LAS), the need for employees to be made aware of these briefings, who should attend, suggestion that each area division training officer attend at least once, request for suggestions, fact that course is currently being monitored by [redacted] 25X1
[redacted] fact that henceforth as many COMMO 25X1
dependents as possible and who are available in this area will now attend, as a rule.

d. Area Training. [redacted] then described briefly OTR's 25X1
efforts to sharpen up its area training, bearing in mind its budgetary problems, and recommended attention to the Introduction to Overseas Effectiveness which he believes is an important part of our area training. [redacted] then gave 25X1
a good run-down on the LAS area training program, emphasizing the new AAO series. His talk was supplemented by written handouts and was well received. At [redacted] 25X1
[redacted] gave a five-minute, off-the-cuff endorsement of the 25X1
Overseas Effectiveness course.

One additional note: in connection with the required reading for the [redacted] and [redacted] Operations courses, [redacted] made a 25X1
pitch for broader use of this technique as a means of cutting down on the number of lectures.

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4. War Planning

[redacted] has been giving full attention to completing the OTR War Plan, and it is now in the last stages of reorganization and editing prior to reproduction. When this job is finished, [redacted] will go ahead with his study of the mid-career training problem. He also is planning to attend the next CAO course.

5. Educational Specialist

[redacted] worked with [redacted] Operations School; and [redacted] Intelligence School on firming up a suggested "Table of Contents" for the OTR Instructor Handbook, more specifically developing the outline of the materials to be included under "Techniques of Instruction."

[redacted] worked with [redacted] on setting up an audio visual briefing for [redacted] faculty. The briefing will be in two parts: on 8 March here at Headquarters and the morning of 12 March [redacted] The specific purpose of this briefing is to show this faculty:

a. the principles of training aids;

b. how they can manufacture their own training aids on an ad hoc basis; and

c. samples and types of professional aids, both graphics and projected.

6. Attendance of Commo Personnel at Dependents Briefings

Several weeks ago we asked [redacted] to re-examine the system Commo has been following to prepare employees and their dependents for overseas tours. [redacted], who was then Chief of Support in Commo, had [redacted] audit the Dependent Briefing and the AAO program. After [redacted] btated, his successor, [redacted] conducted the study. We now learn tha[redacted] is recommending to [redacted] that dependents living in Washington who are going overseas for the first time be required to attend the Dependents Briefing. Dependents available in the local area who are going out for repeat tours will be urged to attend the Dependents Briefing. Both employees and their dependents will be urged to attend the AAO program.

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7. Miscellaneous

[redacted] satisfactorily completed the Admin Procedures course. [redacted] is taking the Effective Writing course and has enrolled in an external course at her own expense.

25X1

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[redacted]

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